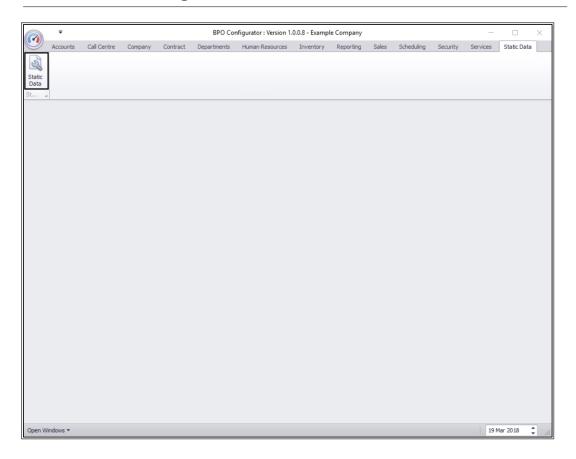


STATIC DATA

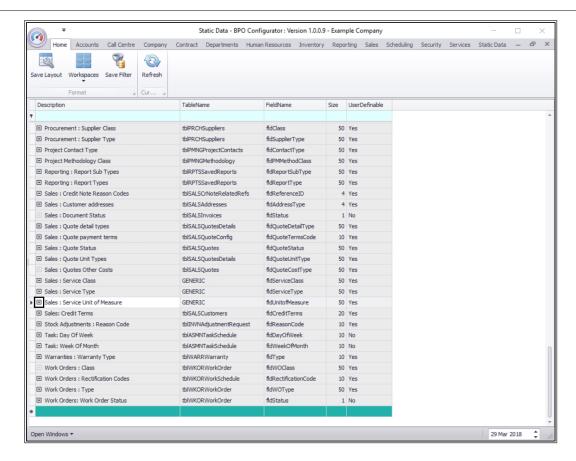
STATIC DATA - SALES: SERVICE UNIT OF MEASURE

Ribbon Access: Configurator > Static Data > Static Data



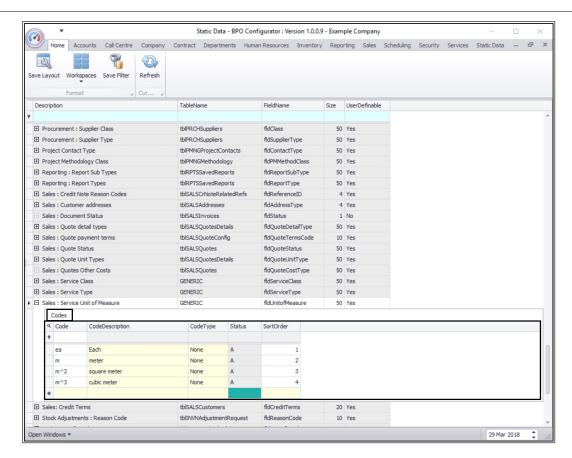
- The Static Data listing screen will be displayed.
- Use the *filter row* or *scroll down* the list until you find the *Sales:*Service Unit of Measure row.
- Click on the *expand* icon in this row.





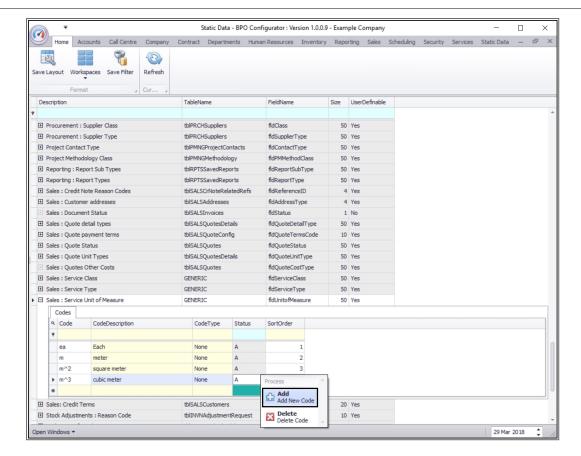
- The Sales: Service Unit of Measure *Codes* frame will be expanded.
- Here you can view a list of sales: service unit of measure codes currently on the system.





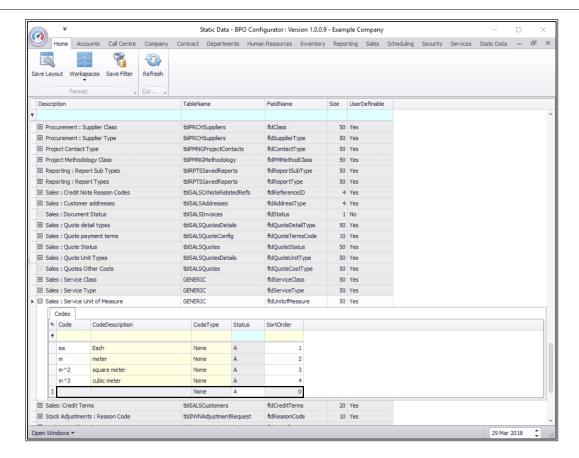
- Right click anywhere in a row of the Codes data grid.
- A *Process* menu will pop up.
- Click on Add Add New Code.





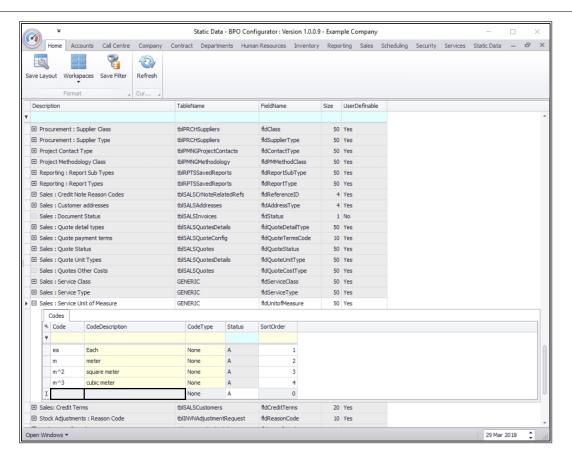
- The *final row* in the *Codes* data grid will now be 'activated'.
 - The Code Type, Status and Sort Order columns will now be populated.





- **Code:** Click in this text box and type in a code specific for this new sales: service unit of measure.
- Code Description: Click in this text box and type in a description for this new sales: service unit of measure code.

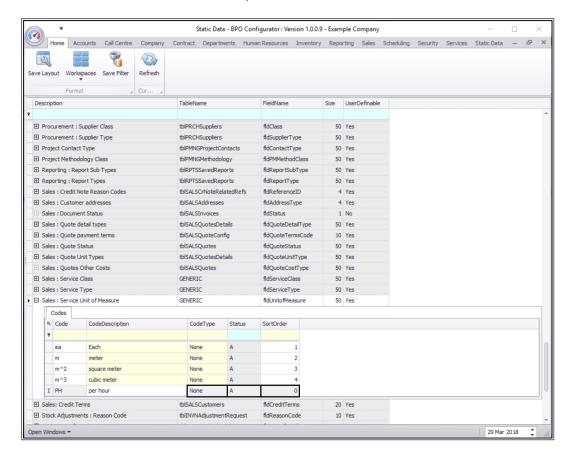




- Code Type: This can remain as None.
- **Status:** This will auto populate with **A** Active.
- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new sales: service unit of measure code.
 - Note: The sort order is the order in which
 this will appear in the sales: service unit of
 measure code drop-down list in BPO. If
 each sales: service unit of measure code
 has the number 1, then the drop-down list
 will usually default to an alphabetical order
 in BPO. If, as in the next image, it is

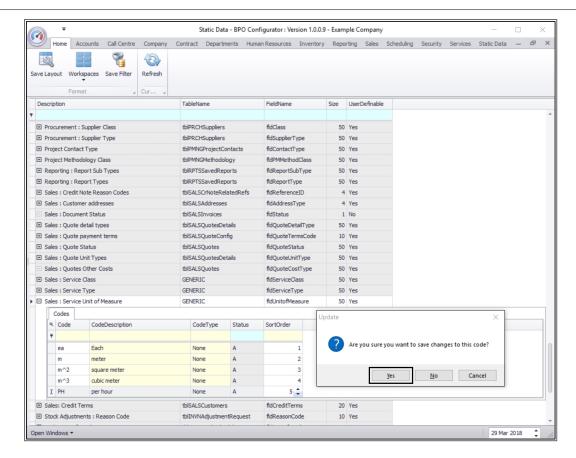


numbered **5**, then it will appear **5th** in the drop-down list in BPO.



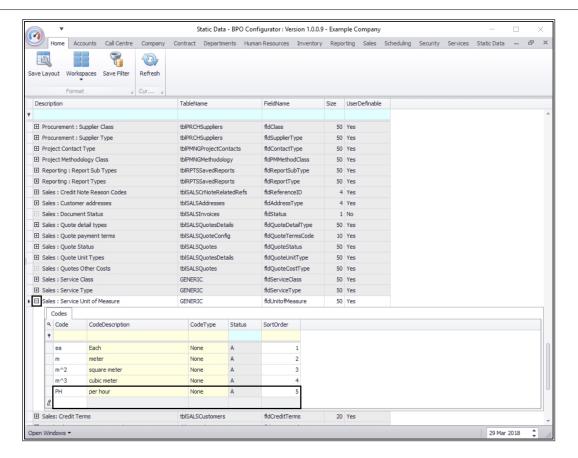
- When you have finished adding the new sales: service unit of measure code details, press *Enter*.
- An *Update* message box will appear, asking;
 - Are you sure you want to save changes to this code?
- · Click on Yes.





- The new sales: service unit of measure code will be saved and a
 new row will be added to the the Codes data grid.
- Collapse the Codes frame when you are done.





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